

TULIP Instructions

- Are you planning to use or rent a City of Hillsboro Facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity. **Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.**

You can buy insurance through the NLC-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.

To get a free quote, or to purchase TULIP insurance, please visit:

www.ebi-ins.com/tulip

Step 1:

- Enter facility code: **0501 – AAX**

Step 1: Select your facility

Please identify the facility where your event or activity will be taking place.

* Enter the Facility / Venue / Entity ID you were given 0501 - AAX

[If you don't know the facility ID then click here.](#)

You can find the ID code for your facility by selecting the facility name from the following list:

Select a facility

You have selected the facility with the following information:
(Please note the address below may be the mailing address for the facility and may not reflect the actual address where your event is taking place.)

Facility Name:	OR - Hillsboro
Address:	150 E Main Street
City:	Hillsboro
State:	OR
Zip:	97123

The address: 150 E Main Street is correct- it is the address for the 'City of Hillsboro' and the facility you are renting is owned by the City of Hillsboro.

Step 2:

- Describe your event

Step 2: Qualify your event or activity

* Select your event or activity from the list of **eligible events or activities** below:

Weddings and Wedding Receptions

Can't find your event or activity? Click [here](#) to see the list of **ineligible events and activities**. Any event or activity not listed in the eligible events list does not qualify for this program. If you have any questions about your event or activity, please [contact us](#) or call 1-800-507-8414 (8:30AM PST - 5:00PM PST M-F).

Have you held this event before? ☐ Yes ☒ No

If yes, were there any losses or claims? ☐ Yes ☒ No

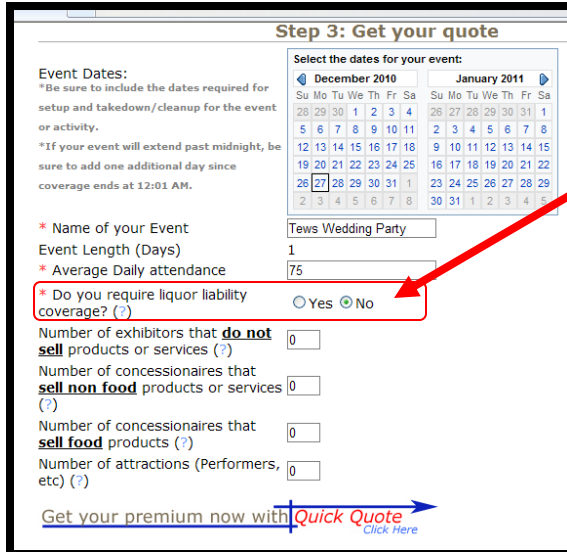
Will there be armed private security at this event or activity? (off duty police not included) ☐ Yes ☒ No

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Step 3:

▪ Get your quote



Step 3: Get your quote

Event Dates:
*Be sure to include the dates required for setup and takedown/cleanup for the event or activity.
*If your event will extend past midnight, be sure to add one additional day since coverage ends at 12:01 AM.

Select the dates for your event:
December 2010 | January 2011

* Name of your Event: Tews Wedding Party
Event Length (Days): 1
Average Daily attendance: 75

* Do you require liquor liability coverage? (?) ☐ Yes ☒ No

Number of exhibitors that **do not** sell products or services (?) 0
Number of concessionaires that **sell non food** products or services (?) 0
Number of concessionaires that **sell food** products (?) 0
Number of attractions (Performers, etc) (?) 0

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*Please include the facility renter's last name in the title of your event.

*List the maximum attendance.

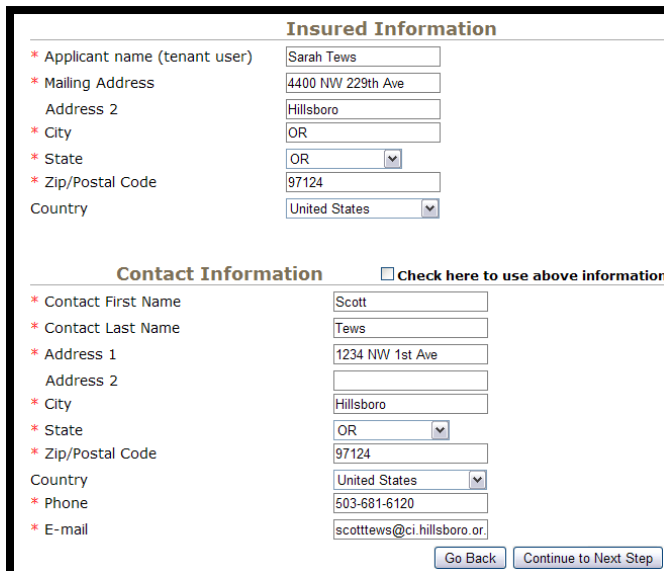
*This question refers to additional insurance - **You do not need to purchase additional liquor liability in order to serve alcohol at your event.** Click 'no' unless instructed to do otherwise by Parks staff.

*There is no vending (sales of goods, foods, concessions or entertainment) allowed at City of Hillsboro facilities.

*Click 'Quick Quote' to view estimated

Step 4:

▪ Enter Contact Information



Insured Information

* Applicant name (tenant user): Sarah Tews
* Mailing Address: 4400 NW 229th Ave
Address 2: Hillsboro
* City: OR
* State: OR
* Zip/Postal Code: 97124
Country: United States

Contact Information ☐ Check here to use above information

* Contact First Name: Scott
* Contact Last Name: Tews
* Address 1: 1234 NW 1st Ave
Address 2:
* City: Hillsboro
* State: OR
* Zip/Postal Code: 97124
Country: United States
* Phone: 503-681-6120
* E-mail: scotttews@ci.hillsboro.or

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*The Tenant User is the person who renting the facility (signed the contract)

*The Contact Information can either be the Tenant User, or someone else, such as: A wedding planner, father of the bride, etc.

*Anyone can purchase the insurance for the Tenant User, the person paying does not need to be insured, or affiliated with the rental.

Step 5:

▪ Review Information

▪ Complete your purchase

- Must have a VISA or Master Card to complete purchase.